



COUNTY OF HUMBOLDT

For the meeting of: 9/26/2023

File #: 23-1224

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a temporary increase for James Cookman, Staff Services Analyst II pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Staff Services Analyst II, James Cookman (job class 0391B, salary range 439) as though promoted to Supervising Staff Services Analyst (job class 0393, salary range 467) beginning July 22, 2023 and ending Aug. 27, 2023.

SOURCE OF FUNDING:

Social Services Fund 1160-511

DISCUSSION:

The current Supervising Staff Services Analyst position is vacant in the Quality Management Services (QMS) unit. On June 26, 2023 James Cookman assumed the principal duties on the Supervising Staff Services Analyst in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends July 21, 2023. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve a continuance of the acting supervisor salary ending August 27, 2023.

FINANCIAL IMPACT:

Expenditures (1160, 511)	FY23-24 Projected
Budgeted Expenses	\$1,782
Total Expenditures	\$1,782
Funding Sources (1160, 511)	FY23-24 Projected*
Fees/Other	\$1,782

Total Funding Sources	\$1,782
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**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Approval of the temporary increase in pay for James Cookman from Staff Services Analyst to Supervising Staff Services Analyst is anticipated to be an additional cost of \$297 in salaries and benefits per pay period or \$1,782 for six pay periods. The Supervising Staff Services Analyst position has been vacant since July 1st creating savings to allow for this temporary assignment. The increase in salaries and benefits will be included in Social Services quarterly claims and reimbursed through state, federal and local funding sources. The funds come out of social services fund 1160-511.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Staffing impact directly affects the identified employee, James Cookman, as they are assuming the acting supervisor role.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework priority of managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would have a negative impact on the ability of DHHS staff to meet the needs of our county employees.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1 James Cookman

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A